



CITY OF GAINESVILLE

Retention Schedule

Adopted: December 6, 2005

HOW TO READ THE SCHEDULES

The five columns in the schedules that follow are:

Record Title	The Common name of the records and the information contained therein. Record title may be used to describe the department or function that created the record.								
Description	A brief summary of the records.								
Retention	The minimum period of time the record or information needs to be stored.								
Legal Citation	The specific Federal (CFR – Code of Federal Regulations) and/or State Code (O.C.G.A - Official Code of Georgia Annotated) which stipulates the retention period. This information may not exist for all records								
Retention Classification	One of four general classifications used to group records by disposition. The four classification are: <table><tr><td>Transitory</td><td>Information of a temporary nature that does not meet the requirements for longer retention prescribed by O.C.G.A. 50-18-94(1).</td></tr><tr><td>Temporary-Short Term</td><td>Information that needs to be retained less than 15 years.</td></tr><tr><td>Temporary-Long Term</td><td>Information that needs to be retained 15 years or longer, but which does not need to be retained permanently.</td></tr><tr><td>Permanent</td><td>Information that for legal, historical, fiscal or administrative reasons needs to be retained forever.</td></tr></table>	Transitory	Information of a temporary nature that does not meet the requirements for longer retention prescribed by O.C.G.A. 50-18-94(1).	Temporary-Short Term	Information that needs to be retained less than 15 years.	Temporary-Long Term	Information that needs to be retained 15 years or longer, but which does not need to be retained permanently.	Permanent	Information that for legal, historical, fiscal or administrative reasons needs to be retained forever.
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RECORDS RETENTION SCHEDULE

This schedule incorporates the retention schedule that has been adopted by the State of Georgia and shall apply to all record formats and information created, regardless of physical format (paper, film, electronic, etc) created and/or maintained by the City of Gainesville.

Each retention period represents the minimum length of time the records must be retained and shall not be shorter than those mandated by the State.

The retention periods in this schedule apply to records created and used under normal business conditions. If a particular series of records are required for litigation, audit or other special administrative needs, it must be retained for as long as needed.

When Departments identify records that are not addressed by this policy, they should notify the City Clerk's Office to establish a retention period. The retention schedule shall be reviewed and modified periodically to incorporate changes adopted by the State of Georgia.

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